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26 November 1973

MEMORANDUM FOR: Executive Secretary

Attached is my concept of a letter of instruction to me from the DCI per your request of 23 November.

Daniel O. Graham
Major General, USA
D/DCI/IC

Attachment

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MEMORANDUM FOR: Deputy to the DCI for the Intelligence
Community

SUBJECT: Letter of Instruction

During the next twelve months I expect you to accomplish the following:

--Create and maintain an efficient multi-agency staff capable of evaluating community efforts in analysis and production, collection and processing, and resource utilization;

--Establish a system of relating community resource expenditures to key intelligence questions of users (KIQs);

--Evaluate community intelligence products and advise me and the NIOs of ways and means to improve them;

--Energize and improve community intelligence coordinating mechanisms--USIB, IRAC, NSCIC and the R&D Council;

--Prepare the annual NFIPB and the quarterly resource reports to IRAC;

--Markedly improve the visibility of tactical intelligence resources for DCI review and recommend improvements in the national/tactical intelligence interface;

--Establish a coordinated community effort to improve analytical methods and to improve the quality and acceptability of outside substantive research.

I expect the above to be accomplished with a minimum permanent staff and with minimum perturbation of existing command structures in the intelligence community.

W. E. Colby